

## **RI Work Immersion Program for Unemployed Adults**

### **~ Instructions ~**

#### **Application and Pre-Approval Process (prior to the temporary work experience)**

*This process is to determine the eligibility of the participant and business and the appropriateness of the temporary work experience.*

- Step 1      Participant completes Part I.
- Step 2      Provider of pre-employment services completes Part II.
- Step 3      Participant brings Parts I and II to the employer
- Step 4      Employer completes Part III and W-9 form
- Step 5      Employer submits Parts I, II, III, and W-9 form to the Governor's Workforce Board.
- Step 6      Governor's Workforce Board reviews Application and Pre-Approval form and notifies participant and employer of eligibility to participate in Work Immersion within two weeks or less.

#### **Evaluation and Wage Reimbursement Process**

*This process is to evaluate the results of the Work Immersion program and to obtain necessary documents for wage reimbursement.*

- Step 1      Employer completes Part I
- Step 2      Participant completes Part II ***prior to completion of the temporary work experience.***
- Step 3      Employer submits Parts I and II and applicable time sheets and payroll records for the temporary work experience to Governor's Workforce Board.
- Step 4      Governor's Workforce Board reviews evaluation forms and payroll records, and 50% wage reimbursement is paid within 30 days.

*If participant is hired permanently:*

- Step 5      Employer submits retention form and additional payroll records to indicate that participant was hired and retained for twelve weeks beyond the last date of the temporary work experience.
- Step 6      Governor's Workforce Board reviews additional payroll records, and additional 25% wage reimbursement is paid within 30 days.